

Annapolis Conservancy Board

Thursday, September 9, 2010, 5:30pm

Truxtun Park Recreation Center, Room #1

Meeting Minutes

Members Present:

Jay Baldwin, Chair, Tom Lippert, Vice-Chair, Karen Jennings, David Fogle , Gretchen Clift , Joel Dunn , Jon Chapman

Members Absent: None

Staff Present: Steve Carr (Staff), Maria Broadbent (DNEP)

### **HOUSEKEEPING:**

July 8, 2010 Meeting Minutes

The minutes were amended to clarify that Mr. Chapman did not make contact with the Baywoods representative. Mr. Fogle moved approval of the July 8, 2010 meeting minutes as amended. Mr. Baldwin seconded the motion. The motion passed unanimously in a vote of 4-0. (Mr. Chapman, Mr. Lippert, and Mr. Dunn were not present for the voting)

Review Minutes & Activities of Other City Boards

Ms. Hook agreed to send the Environmental Commission and Recreation Advisory Board July and June meeting minutes to the Board for review.

### **Budget**

Staff reported there is still no budget funding for nonessential items.

November Meeting Date Change

Staff pointed out that the November meeting falls on the Veterans holiday so has been rescheduled to November 18, 2010 at 5:30pm and the room has been scheduled.

National Land Conservation Conference in October in Connecticut

Staff provided a copy of the Land Trust Alliance Conference flyer and noted that the conference is scheduled for October 2 - 5, 2010 in Hartford, Connecticut. He reminded any member who could attend as a Board representative to do so at their own expense. ?

### **Mail**

The mail was provided to the Chairman for review.

### **NEW BUSINESS:**

A. Boards and Commissions Workshop Briefing

Staff provided a copy of the packet of information distributed at the Boards and Commission Workshop held on August 30, 2010 in Council Chambers. The pertinent sections of the packet were discussed, specifically the sections on recusal and the information to be included in the minutes. The Board agreed to maintain the current format of its meeting minutes and asked that the Council be notified that the approved minutes are available on the web. The Board also asked that the Chairmen of the associated Boards receive a copy of the minutes. There was a brief discussion on the code change section and Mr. Baldwin indicated that members should review the code to determine if changes are necessary. Staff agreed to send members a copy of the section of the code that outlines the Board's functions for discussion at the October meeting. There was a brief discussion regarding

absenteeism specifically excused and un-excused absences. Staff agreed to monitor legislation to determine if it relates to the Board's functions and will notify of the Board of such. Staff pointed out that Boards are discouraged from creating social media outlet such as Facebook or Twitter pages.

#### B. Environmental Ideas Team Recommendations That Apply to ACB

Staff provided a copy of the Environmental Ideas Team recommendations pertinent to the Board for discussion. After the discussion, Mr. Dunn and Ms. Jennings were asked to research what other Cities are doing to determine where open space is needed; how to consider greenways in the planning process; and how best to provide public access to underserved areas. Staff was asked to invite Mr. Arason (Director of Annapolis Planning & Zoning) to the October meeting to brief the Board on all the projects that are in the pipeline. Staff was also asked to invite Ms. Plumer (Director of Annapolis Recreation & Parks) to the November meeting to address recreational issues such as greenways and underserved areas. After these issues are addressed then the Board can prepare a letter to the Mayor with recommendations. Mr. Dunn agreed to prepare an expanded explanation memorandum on the recommendations to help advance the Board's discussion.

#### C. New Procedure for Grant Applications

Staff explained that there are new grant application procedures, noting that there is now a formal process in that all grant requests should be submitted to the Grants Coordinator, Lynn Farrow.

#### D. New SRLT Executive Director

Staff provided a copy of a letter from the new Scenic River Land Trust Executive Director for members to review. Staff was asked to invite him to an upcoming Board meeting.

#### E. Chevy Chase Wants to Create a Land Trust Modeled After the ACB

Staff was contacted by a Chevy Chase resident who expressed an interest in helping the City of Chevy Chase create an urban land trust modeled after the Annapolis Conservancy Board.

### **OLD BUSINESS:**

#### A. 93 Spa Drive Easement

Staff provided a copy of an email from P&Z staff, asking if there is an easement on property located at 93 Spa Drive Easement by way of a concerned adjacent property owner. The property owner was encouraged to contact ACB staff regarding the easement.

#### B. Brewer Avenue Easement Map

Staff provided a copy of the original map of the Brewer Avenue easement and noted that the property owners have since donated additional land based on a Public Works site plan.

#### C. Update on the New Cooperative Agreement

Staff will be meeting with Ms. Howie for further clarification on the new Cooperative Agreement and will report back.

#### D. Fountain at Acton's Landing - Letter from ACB to Mayor

Staff provided a copy of the Board's letter to the Mayor regarding the request for a Fountain at the Acton's Landing Park. Ms. Broadbent briefed the Board on her discussions with Recreation and Parks regarding the fountain installation, indicating that the meter installation funding was an issue. Mr. Dunn agreed to continue the effort and provide a follow up report to the Board.

#### E. Program Open Space Update

Staff provided a copy of a Programmed Open Space Cooperative Agreement between the County and City for informational purposes.

#### F. Land Trust Alliance Membership - Letter From ACB to Mayor

Staff provided a copy of the Land Trust Alliance Membership letter to the Mayor that was hand-delivered and the Mayor. There is no funding available at this time.

#### G. Easement Inspections

##### Assign Parcels

It was noted that several parcels have been inspected but Staff will contact Mr. Biba regarding the easements that remain to be inspected.

##### Reporting Forms

A copy of the new reporting form and a copy of the Easement Report Notes framework form were provided for review. Members were encouraged to review the documents for editing. This agenda item will be discussed at the October meeting.

#### H. Land and Water Conservation Fund Update

Mr. Dunn reported that the Land and Water Conservation fund passed in the House. He noted that the Board's letter of support was extremely helpful.

The next meeting is scheduled for October 14, 2010 at 5:30pm at Truxtun Park Recreation Center. With there being no further business, Ms. Clift moved to adjourn the meeting at 7:41pm. Mr. Fogle seconded the motion. The motion passed unanimously in a vote 4-0. (Several members left prior to the close of the meeting.)

Tami Hook, Recorder